

DESIGN REVIEW BOARD SUBMITTAL CHECKLIST

NOTE: PLANS WILL BE REJECTED IF THE FOLLOWING ITEMS ARE NOT INCLUDED WITH THE SUBMITTAL.

BUILDING APPLICATION (new building)

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Completed Site Data Sheet
- ☐ Narrative of Design Rationale
- ☐ 2 – 24"x36" blacklined Site Plan
- ☐ 2 – 24" x 36" blacklined Elevations
- ☐ 1 – 24" x 36" Colored Elevations
- ☐ 2 – 24" x 36" blacklined Floor Plans
- ☐ 2 – 24" x 36" blacklined Building Sections
- ☐ 2 – 24" x 36" blacklined Grading and Drainage Plan
- ☐ 2 – 24" x 36" blacklined Landscape Plan
- ☐ 1 – 8 ½" x 11" blacklined, Site Plan reduction
- ☐ 1 – 8 ½" x 11" Site Plan Data reduction
- ☐ 1 – 8 ½" x 11" Colored Elevations
- ☐ 1 – 8 ½" x 11" blacklined Elevation reduction
- ☐ 1 – 8 ½" x 11" blacklined Floor Plans
- ☐ 1 – 8 ½" x 11" blacklined Building Sections
- ☐ 1 – 8 ½" x 14" (max) Building Material Sample Board
- ☐ 1 – 8 ½" x 11" blacklined Grading and Drainage Reduction
- ☐ 1 – 8 ½" x 11" blacklined Landscape Plan reduction
- ☐ 1 – Model¹

¹ Required for projects in CCD, MU-1, & MU-2 zoning districts, in excess of 10 acres of gross site area, or 100,000 gross square foot of building area.

BUILDING APPLICATION (building addition)

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Completed Site Data Sheet
- ☐ Narrative of Design Rationale
- ☐ 2 – 24"x36" blacklined Site Plan
- ☐ 2 – 24" x 36" blacklined Elevations
- ☐ 1 – 24" x 36" Colored Elevations
- ☐ 2 – 24" x 36" blacklined Floor Plans
- ☐ 2 – 24" x 36" blacklined Building Sections
- ☐ 1 – 8 ½" x 11" blacklined, Site Plan reduction
- ☐ 1 – 8 ½" x 11" Site Plan Data reduction
- ☐ 1 – 8 ½" x 11" Colored Elevations
- ☐ 1 – 8 ½" x 11" blacklined Elevation reduction
- ☐ 1 – 8 ½" x 11" blacklined Floor Plans
- ☐ 1 – 8 ½" x 11" blacklined Building Sections
- ☐ 1 – Model²

BUILDING APPLICATION (exterior modification [i.e. window/door additions, outdoor patio])

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Narrative of Design Rationale
- ☐ 2 – 24"x36" blacklined Site Plan
- ☐ 2 – 24" x 36" blacklined Elevations
- ☐ 1 – 8 ½" x 11" blacklined, Site Plan reduction
- ☐ 1 – 8 ½" x 11" Site Plan Data reduction
- ☐ 1 – 8 ½" x 11" blacklined Elevation reduction

² Required for projects in CCD, MU-1, & MU-2 zoning districts, in excess of 10 acres of gross site area, or 100,000 gross square foot of building area.

BUILDING COLOR MODIFICATION

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Narrative of Design Rationale
- ☐ 1 – 8 ½" x 11" blacklined Elevation reduction
- ☐ 1 – 8 ½" x 11" Colored Elevation reduction
- ☐ 1 – 8 ½" x 14" (max) Building Material Sample Board

LANDSCAPE MODIFICATION

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Narrative of Design Rationale
- ☐ 2 – 24" x 36" blacklined Landscape plan
- ☐ 1 – 8 ½" x 11" blacklined Landscape plan reduction

SIGN APPLICATION

- ☐ Completed Project Submittal form with Property Owner information
- ☐ Completed Application Form with Property Owner signature or Letter of Authorization
- ☐ Completed Sign Approval Data Sheet
- ☐ Narrative of Design Rationale
- ☐ 1 – 8 ½" x 11" blacklined Site Plan with sign locations
- ☐ 1 – 8 ½" x 11" blacklined Sign Drawings
- ☐ 1 – 8 ½" x 11" Colored Sign Drawings